Outcome Review Meetings (Feb. 13, Feb. 27, Mar. 13)

Meeting Preparation

Advanced preparation on the part of all participants will be essential to ensuring productive meetings.

Outcome leads will submit Modified Outcome Review ("Big Question") documents and associated slide(s) two weeks in advance of their Cohort's Outcome Review Meeting. Cohorts are identified here. Templates referred to below are recommended, not required.

- Submit Modified Outcome Review ("Big Question") documents, per the Modified Strategy Review System: Phase 2 Outcome Review Methodology.
  - A Modified Outcome Review document template has been developed, along with a Modified Outcome Review – Draft Example.
  - Email both Word and PDF versions of Modified Outcome Review documents to Erin Sonnenburg, Sarah Brzezinski, and Bo Williams at: sonnenburg.erin@epa.gov; brzezinski.sarah@epa.gov; williams.james@epa.gov
- Submit a PowerPoint slide for the 3-minute review of your Outcome advice.
  - A Modified Outcome Review slide template has been developed.
  - Email both PowerPoint and PDF versions of Modified Outcome Review documents to Erin Sonnenburg, Sarah Brzezinski, and Bo Williams at: sonnenburg.erin@epa.gov; brzezinski.sarah@epa.gov; williams.james@epa.gov
- Deadlines:

Cohort	Materials Due	Management Board Outcome Review Meetings
1	Noon on Thursday, January 30th, 2025	Thursday, February 13, 2025
2	Noon on Thursday, February 13, 2025	Thursday, February 27, 2025
3	Noon on Thursday, February 27, 2025	Thursday, March 13, 2025

Management Board members (voting and non-voting members) will:

- Read all Modified Outcome Review ("Big Question") documents in advance of the Outcome Review Meetings.
- Respond to the "Pulse Check," described on page twoSubmit clarifying questions, via a link that will be sent to Management Board members (coming soon) by Close of Business (COB) on the Monday preceding each Outcome Review Meeting.
- Deadlines:

Cohort	Pulse CheckClarifying Questions Response Due	Management Board Outcome Review Meetings
1	COB Monday, February 10, 2025	Thursday, February 13, 2025
2	COB Monday, February 24, 2025	Thursday, February 27, 2025
3	COB Monday, March 10, 2025	Thursday, March 13, 2025

Meeting Organizers will produce meeting agendas, post materials as they become available, and prepare to provide meeting facilitation in advance of each Outcome Review Meeting. ~~Pulse Check responses will be summarized and made available in advance of each Outcome Review Meeting.~~

Outcome Review Meeting Pulse Checks

What? The Pulse Check is a tool that will be used ~~in advance of and~~ during the Outcome Review Meetings to record the informal Outcome disposition preferences of Management Board members.

This Pulse Check is not a consensus continuum. Rather, it is an informal tool for MB members to express their sentiment for a given Outcome. It is expected that some preferences will change as meetings and discussions progress. The Pulse Check will not be anonymous; this will allow for discussions between parties with differing preferences to take place between Outcome Review Meetings.

Why? Pulse Check responses will be used to ~~aide facilitation and~~ guide discussions during <u>and</u> <u>between</u> the Outcome Review Meetings. Following Outcome Review Meetings, Pulse Check responses will be used to assess where differences in opinion exist, and which parties need to gather to reconcile different preferred Outcome Dispositions. Additionally, the MB signatories may use the Pulse Check results to inform the March 27th consensus meeting for getting to final dispositions.

Who? All Management Board members (voting and non-voting) are invited to participate in the Pulse Check. Only Management Board members and meeting organizers will be granted editorial access to the Pulse Check. To prevent unintentional changes to the Pulse Check, please do not share your link or editorial access.

View access will be granted to interested parties.

When? ~~Initial Pulse Check responses will be recorded COB on the Monday preceding each Outcome Review Meeting.~~ A ~~Follow-Up~~ Pulse Check will be completed during the Outcome Review Meetings on February 13, February 27, and March 13. Management Board members will have editorial access to the document and may change their responses as discussions evolve between meetings.

Where? A Google Sheet will be used as the format for the Pulse Check. Within the spreadsheet, each Management Board member will have a separate worksheet to record their Pulse Check responses. <mark>Access will be granted soon.</mark>

Pulse Check Logistics (How?)

~~Initial~~ Pulse Checks will be informed by the Modified Outcome Review ("Big Question") documents. ~~The Follow-Up Pulse Check will be informed by~~<u>, and</u> Outcome Review Meeting presentations and discussions<u>. Response revisions may be informed by</u>~~, and as well as~~ follow-on discussion that take place between Outcome Review Meetings.

MB members will complete their designated worksheet and record the name(s) of those that provided the pulse check disposition by the deadlines shared above. Please refer to the Pulse Check spreadsheet for detailed instructions on how to use the Google Sheet.

GIT Chairs and MB members that express outstanding questions in the spreadsheet following an Outcome Review Meeting are encouraged to participate in follow-on discussions <u>called "Office Hours"</u>, under the coordination of CBPO.

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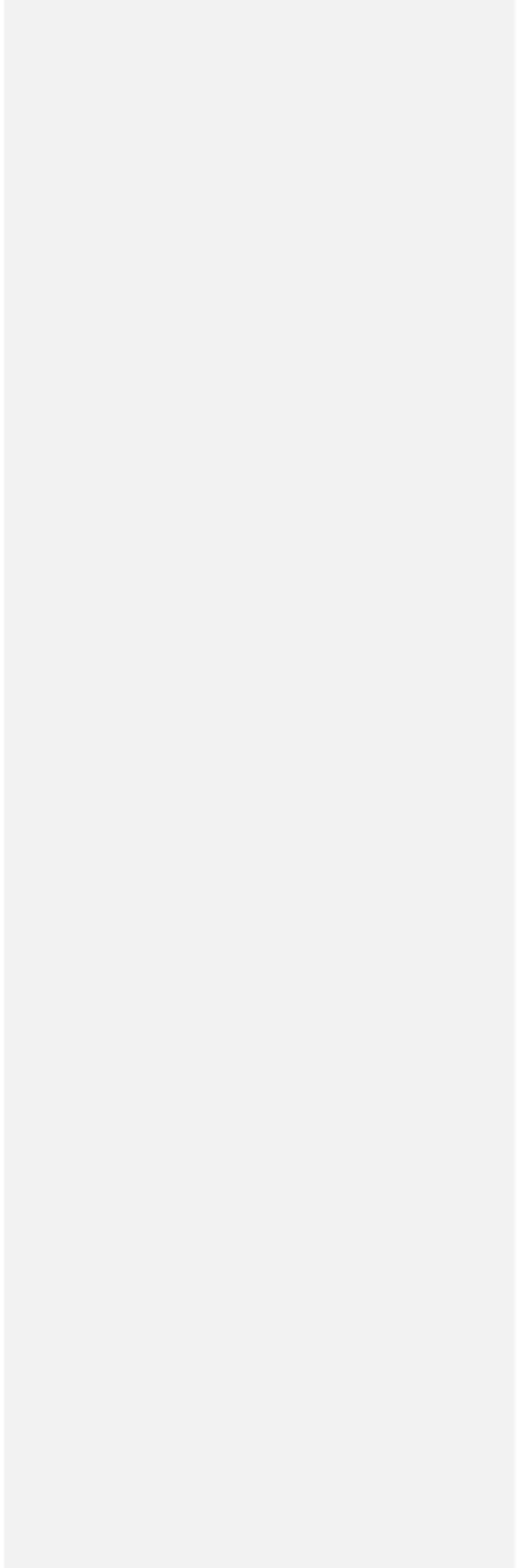
Possible Outcome Dispositions

- **Update**: Outcome intent is largely kept intact. Unique language may be necessary if it is more than just a SMART update. Key principle is maintaining the intent.
- **Consolidate** (i.e., Combine): Multiple Outcomes would be combined in a single Outcome, or activities contributing to an Outcome are dispersed across others
- **Remove**: The Outcome is removed from the 2014 Agreement.
- **Replace**: This language suggests that a novel Outcome replaces a current one and that it relates in its intent or subject area.
- **Stand-aside:** I am not registering agreement or disagreement, but consciously determining to not influence the decision.
  - A Management Board member may choose to stand-aside if their entity does not directly work on or contribute to achieving an outcome (ex: New York may choose Stand-aside for the Blue Crab Outcomes).
- **Reclassify:** Outcome is changed to an output, or a different structure is adopted.

Outcome Dispositions Not Included in the Pulse Check

- **Reduce**: This language suggests that the total number of Outcomes are reduced, which is a culmination of multiple decisions.
- **Add:** Novel outcome that is not accounted for in the 2014 Agreement, suggested revisions to an Outcome, nor intended as a replacement Outcome

Outcome Review Meeting Structure/Agenda (sub-bullets itemize planning/implementation actions)

6-hour meetings, including two breaks and lunch (30-minutes). Individual Outcome reviews will each be allocated a total of 20-minutes.

1. [10 minutes] Meeting Introduction: will review the timing, the deliberation / decision-making process, and ground rules of the meeting.

2. [10 minutes] For February 27th and March 13th meetings, time will be allotted for discussion of Outcomes from previous meeting with outstanding questions and/or pulse check discrepancies.

Outcome Discussion Framework (For Each Outcome):

3. [30 seconds] Discussion leader (Sherry Witt) introduces the outcome.

4. [3 minutes] Outcome Lead succinctly reviews advice submitted in response to the "Big Question".
   o Big Question responses will be posted on the Meeting pages as soon as they are submitted.

5. [7 min] - Signatories called on to make a statement about the outcome – round robin. Signatories offer their perspective, refined from their value considerations and GIT/WG response to the Big Question.

6. [10 min] Facilitated discussion: Receive advice of Advisory Committees. Pose any clarifying questions and identify need for additional work by or information from GITs.

Once Each Outcome has been Discussed:

7. [30 min] Open Comment Period: opportunity for anyone to comment, particularly those who haven't had a voice within the outcome discussions (i.e., interested public, partnering organizations).

8. [15 min] Pulse Check: All MB members complete Pulse Check, described above, to determine the current sentiments (update, combine, remove) and to identify discrepancies to be discussed during and, if necessary, between meetings. The Pulse Check WILL NOT be anonymous to ensure sentiments/positions are identified to a party.

9. [30 min] Pulse Outcome next steps will be discussed.
   o Pulse check results for each outcome are presented and discussed to either confirm support or, if there is a wide degree of sentiment, understand sources of discrepancy and opportunity for reconciliation.
   o Identification of questions and need for additional work by or information from GITs. "What information/action would be needed to adjust sentiment?". Parties are expected to communicate directly with Goal Teams to address questions. Additional "Office Hours" sessions will be planned by CBPO between Outcome Review Meetings to allow time for discussion and an additional opportunity for reconciliation. As a reminder, Office Hours are not decisional meetings.

10. [5 min] Meeting is recapped and adjourned.

Timeline

For a snapshot of upcoming meetings, please view the Process and Timeline for Completing The 2024 Executive Council Charge To The Principals' Staff Committee: Charting A Course Beyond 2025, posted online at: https://d18lev1ok5leia.cloudfront.net/chesapeakebay/documents/MB-2025-EC-Charge-Detailed-Timeline-Jan-Jun_1.16.2025.pdf